

STAFF REPORT

Meeting Date: 07/13/07
Agenda Item: 6

To: BEACON Board of Directors
From: Executive Director
Date 07/13/07

Subject: FY 2007-2008 Annual Staff/Consultant Agreements

REQUIRED ACTION:

- a. Approve Technical Advisor Services, \$10,000, Bailard
- b. Approve Legal Services, \$12,000, Santa Barbara County Counsel
- c. Approve Financial and Accounting Services, \$26,000, Ventura Auditor-Controller
- d. Approve Project Management Services, \$25,000 COM3
- e. Authorize Executive Director to approve an agreement with Federal Lobbyist, Howard Marlowe and Associates for a fixed fee of \$10,000
- f. Authorize Executive Director to retain the services of Annual Audit Services Contract Not-To-Exceed \$3,500.

DISCUSSION:

Since BEACON has no employees, all functions are carried out by either member agencies' staff or contract consultants. BEACON's operations and activities should be about the same as last year so the Technical Advisor, Auditor Services, and Project Management Services contracts are less than last year's amount to better reflect actual costs. The Technical Advisor (Jim Bailard) is \$2,500 less, the Ventura County Auditor Controller is \$5,000 less, and the Project Management Services (Gerald Comati) is \$5,000 less. The legal services provided by Santa Barbara County is the same as last year's.

BEACON also typically executes annual contracts for federal lobbyist, Howard Marlowe, and for auditing with Lutz, Law & Erlbaum, CPAs. The Marlowe contract is again for a fixed fee of \$10,000. The auditor agreement is not currently ready for approval. Therefore, the staff recommendation is to allow the Executive Director to retain their services for a maximum cost not-to-exceed of \$3,500. The Lutz, et al will be lower than the \$5,000 contract from last year.

Recommendations are based upon a consensus of BEACON's administrative staff and reflect the planned expectations with contracts and grants now approved. If there are additional projects approved or sought, additional services will be required.



A California Joint Powers Agency

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City of Ventura
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County of Santa Barbara
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